

STEPS TO MSDE ACCREDITATION

FOR OWNERS & DIRECTORS OF CHILD CARE & NURSERY SCHOOL PROGRAMS



Pursuing accreditation helps early childhood programs improve their quality of service. Accredited programs provide research-based, high quality early childhood education that benefits children, parents, and local school systems. Whether you're already working to become accredited, or you're just beginning to consider the possibilities, the **Howard County Office of Children's Services** can help you through the process. Join us at these upcoming workshops to learn more about how and why to become accredited.

1. MSDE Orientation: Overview of Accreditation

This workshop is *required* for programs pursuing MSDE Accreditation.

2. Organizing the Self-Appraisal Process

3. Program Improvement Plan and Implementation

4. Organizing Your Documentation

Instructor **Joan Johnson** is an experienced validator for MSDE and will help you through the process. If you are actively pursuing accreditation, your program is also eligible for free technical assistance, mentoring, and a program improvement visit. Although classes are open only to directors and owners, other staff members may enroll with permission of the instructor.

All classes meet in the OCS Training Room. You may register for just one class or for the complete series. **For more information on the series for Steps to Accreditation, call Joan Johnson at 410-313-1432.**



MSDE Accreditation Orientation is offered free through a grant provided by the Maryland State Department of Education.



Steps to MSDE Accreditation

Programs that are actively pursuing Accreditation are also eligible for a Program Improvement Visit. At this visit, experienced validators will assist your program in identifying improvement areas and setting a timeline for completion. Up to four hours of technical assistance and mentoring are also available to programs needing additional assistance. These services are free to eligible programs.

Orientation: Overview of Accreditation

Wednesday, March 4

1:00 - 3:00 pm

Overview of the early childhood accreditation and validation process. Become acquainted with standards, focus areas, supporting documents, self-appraisal, and rating process. Learn about the validation process and discuss selecting a self-appraisal team. This workshop is required for programs pursuing MSDE Accreditation. (2 PRO)

Organizing the Self-Appraisal Process

Wednesday, March 18

1:00 - 3:00 pm

Bring your Program Accreditation documents. Discuss forming a self-appraisal team and learn to help your team become familiar with the Standards document. Learn the self-appraisal process for each age group, and understand your own role in self-appraisal. Create a timeline for self-appraisal and validation, review the Classroom Learning Materials Checklist, and learn how to set-up an OARS account. (2 PRO)

Program Improvement Plan & Implementation

Wednesday, March 25

1:00 - 3:00 pm

Explore each focus area of the Program Standards. Bring your copies of the Standards. Discuss program administration, operation, and partnerships with families and the community. Identify and consider the best practices of your program. Help your staff understand the “why” of the standards, and discuss programming examples that reflect quality early childhood programs. Analyze your self-appraisal to help identify your program’s strengths and weaknesses. Develop your program improvement plan, implement strategies, and assess the improvements within your established timeline. (2 PRO)

Organizing Your Documentation

Wednesday, April 15

1:00 - 3:00 pm

Review all required documents and discuss how to organize your paperwork. Make sure your documents are clearly written and meet Standard requirements. Understand why it’s important to present clear and concise information about your program. (2 PRO)

Registration Form for Steps to Accreditation

Name _____

Address _____

Phone _____

E-mail _____

Date of Birth _____

☐ Director

☐ Owner

☐ Staff Member _____

Name of Program _____

Total Payment : _____

To register, mail this completed form with payment or call 410-313-1442.

___ Mar 4 MSDE Orientation/Overview (free)

___ Mar 25 Program Improvement Plan and
Implementation (\$23)

___ Mar 18 Organizing the Self-Appraisal Process (\$23)

___ Apr 15 Organizing Your Documentation (\$23)

Payment By Check or Money Order Enclose your check or money order made out to Director of Finance.	OR	Payment By Credit Card Card Number: _____ Expiration Date: ____ / ____ Security Code _____ Name on Card: _____	Mail to: Howard County OCS 3300 N. Ridge Rd. Suite 380 Ellicott City, MD 21043
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If you need this flier in an alternate format, call 410-313-1940.

To request a sign language interpreter or other accommodations to attend, call at least one week in advance.